

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"**

Position Title: Business Tax Auditor
Position Number: 58108703 (up to 4 positions available)
Division: Business & Income Taxes
Grade/Salary: 13/\$35,189
Type of Employment: Permanent/Full-time
Location: Helena
Union: Yes
Supplement: No (submit University transcripts)
Hiring Supervisor: Pete Donnelly
Closing Date: Open until filled (next review October 13, 2006)

Role Summary and Duties: Incumbent is responsible for the planning, direction and conducting of income tax audits, including audits of individuals, partnerships, corporations and other entities. This will require the ability to analyze and understand complex accounting systems as well as the ability to examine the various issues involved with multi-tiered business structures.

Duties include assisting with developing a compliance strategy; researching and selecting audit candidates and conducting other appropriate discovery functions; scheduling audits and conducting pre-audit investigations; formulating the department's position regarding the audit based on the facts, interpretation of the statutes, court cases, regulations, division policy and legal precedent; and updating Department Leadership on the facts of an audit that is in appeal, including providing effective rebuttal. Oral, written and face-to-face personal contact with taxpayers, CPA's, attorneys and the general public are required. Field audits may require travel throughout the nation and may be conducted by one auditor or a team of auditors.

Competencies: This position requires conceptual knowledge of theories and practices of auditing and accounting; knowledge of computer spreadsheet programs, word processing, and on-line technical libraries; considerable knowledge of the Montana statute, related regulations and court cases and knowledge of federal taxation. Applicant must be willing to travel and should have an interest in a career doing progressively responsible tax administrative work.

Education and Experience: The above knowledge, skills and abilities are acquired through a bachelor's degree in accounting or a degree in business administration, finance or public administration that included 24 upper level semester hours in accounting, or the required education to sit for the Montana CPA Exam.

Special Information: This position provides the opportunity to travel approximately 15% to 20% of the time to locations throughout the United States.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://employmontana.com>. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability

that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies may be measured through an evaluation of some or all of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Copy of College or University transcripts.
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Additional Application and Selection Process. Background Check: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.